

LFPP: Preparation for Submission of SF-270

Request for Advance or Reimbursement

Example for the submission of a third request.

Payments previously requested			
	Request 1	Request 2	Total
a. Federal share requested	\$3,268.40	\$5,009.96	\$8,278.36
b. Non-federal share reported	\$ 815.06	\$2,684.94	\$3,500.00
Total			<u>\$11,778.36</u>

Amount to be requested with this SF-270	
c. Federal share <i>NOW</i> requested	\$6,700.00
d. Non –federal share <i>NOW</i> reported	\$2,500.00
Total	<u>\$9,200.00</u>

How to complete the SF-270?

- Enter all the specific project information in boxes 1 through 10.
 - Box 1.b: Select the box PARTIAL– Exception: Last request of your grant agreement (FINAL).
 - Box 2: Select CASH.
 - Box 4. Federal grantor or other identifying number assigned by federal agency: Type the agreement number: 14 or 15-LFPPX-XX-XXXX. You can find this number in the Agreement Face Sheet (Box 4).
 - Box 5. Partial Payment Request Number for this request: In this example is REQUEST 3
 - Box 6, box 8, box 9: Self-explanatory boxes - **Required to fill these boxes.**
 - Box 7 and box 10: Not required to complete these boxes.
- For all payments, enter information ONLY in **COLUMN (a) and TOTAL**. Do not use columns b & c.
- **On line 11a, column (a):** Enter \$20, 978.36, which equals the TOTAL amount you are presently requesting and reporting (letters c., and d. in the table above: \$9, 200.00), PLUS the amounts already requested and reported (letters a. and b. added for the Requests 1 & 2 from the table above: 11, 778.36). Also enter this amount in the last column – TOTAL (on line 11a).
- **On line 11c, column (a):** Enter the total amount \$20,978.36, which equals the amount on line a. Also enter this amount in the last column – TOTAL (on line 11c).
- **On line 11e, column (a):** Enter the total amount \$20,978.36. Also enter this amount in the last column – TOTAL (on line 11e).
- **On line 11f, column (a):** Enter \$6,000.00, which equals the amount you are presently reporting from the matching funds (letter d. in the table above: \$2,500.00), PLUS the amounts already

reported (letter b. for the Requests 1 & 2 from the table above: \$3,500.00). Also enter this amount in the last column – TOTAL (on line 11f).

- **On line 11g, column (a):** Enter \$14,978.36, which equals the amount you presently requesting (letter c. in the table above: \$6,700.00), PLUS the amounts already requested (letter a. for the Requests 1 & 2 from the table above: \$8,278.36). Also enter this amount in the last column – TOTAL (on line 11g).
- **On line 11h, column (a):** Enter \$8,278.36, which equals the amount you already requested (letter a. for the Requests 1 & 2 from the table above). Also enter this amount in the last column – TOTAL (on line 11h).
- **On line 11i, column (a):** Enter the amount currently being requested: \$6,700.00. Also enter this amount in the last column – TOTAL (on line 11i).
- **On line 11j column (a), 12a, 12b, and 12c:** LEAVE BLANK.
- **Box 13. Certification:** Sign second page of SF-270 and email the form with the AMS Worksheet to your Grant Management Specialist. Remember that the SF-270 have to be signed by the authorized representative – member of your organization who signed the Agreement Face Sheet..